

# **THE AUSTRALIAN NATIONAL UNIVERSITY**

## **Coursework Awards Rule 2019**

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I, Professor Mike Calford, Acting Vice-Chancellor, make the following rule.

Dated 10 April 2019

Professor Mike Calford  
Acting Vice-Chancellor

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# Contents

<b>Part 1— Preliminary .....</b>	<b>1</b>
<b>Division 1.1— General .....</b>	<b>1</b>
1 Name .....	1
2 Commencement .....	1
3 Authority .....	1
4 Definitions .....	1
5 Application of instrument to programs .....	2
6 Joint, double or dual programs with other institutions etc. ....	2
<b>Division 1.2— Important concepts .....</b>	<b>3</b>
7 Coursework awards .....	3
8 Programs for coursework awards generally .....	3
9 What is <i>credit</i> .....	3
<b>Part 2— Program admissions, enrolments and transfers .....</b>	<b>4</b>
<b>Division 2.1— Admission requirements and limitations: coursework awards.....</b>	<b>4</b>
10 Minimum qualification requirements for admission .....	4
11 English language and other program requirements .....	4
12 Limits on places in programs .....	4
<b>Division 2.2— Admission process: coursework awards.....</b>	<b>4</b>
13 Application for admission .....	4
14 Decision on application for admission .....	4
15 Making of admission decision.....	5
16 False or misleading statements in applications for admission etc. ....	6
<b>Division 2.3— Enrolment: coursework awards.....</b>	<b>7</b>
17 Program commences on enrolment .....	7
18 Enrolment.....	7
19 Deferral of enrolment: programs other than 1-year honours programs .....	8
20 Deferral of enrolment: 1-year honours programs .....	8
<b>Division 2.4— Program transfers: coursework awards.....</b>	<b>8</b>
21 Transfer between programs generally .....	8
<b>Division 2.5— Non-award studies.....</b>	<b>9</b>
22 Non-award programs.....	9
<b>Part 3— Program requirements.....</b>	<b>10</b>
<b>Division 3.1— Credit.....</b>	<b>10</b>
23 Granting credit .....	10
24 Limits on granting credit .....	10
<b>Division 3.2— Program content.....</b>	<b>11</b>
25 Program content .....	11
26 Completion of program .....	11
<b>Division 3.3— Undertaking the program.....</b>	<b>12</b>
27 Enrolment in courses at the University etc. ....	12
28 Program leave of absence.....	13

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<b>Division 3.4— Other program requirements.....</b>	<b>14</b>
29    Language of instruction .....	14
30    Other studies .....	14
<b>Division 3.5— Ending of program .....</b>	<b>14</b>
31    Withdrawal from program.....	14
32    Maximum period for completion of program.....	14
33    Honours year: cancellation etc.....	16
<b>Part 4— Supervision.....</b>	<b>17</b>
34    Purpose of Part 4.....	17
35    Supervisors.....	17
36    Appointment of supervisors .....	17
37    Responsibilities of supervisors.....	17
38    Temporary supervisory arrangements .....	17
<b>Part 5— Assessment .....</b>	<b>19</b>
<b>Division 5.1— Assessment methods.....</b>	<b>19</b>
39    Purpose of Division 5.1.....	19
40    Assessment of thesis .....	19
41    Application of Assessment Rule .....	19
42    Assessments must be in English.....	19
<b>Division 5.2— Thesis.....</b>	<b>19</b>
43    Purpose of Division 5.2.....	19
44    Requirements for examination of thesis .....	19
45    General thesis requirements .....	19
46    Submission of thesis.....	20
47    Appointment of thesis examiners .....	20
48    Re-examination by resubmission of thesis .....	20
49    Student must provide thesis for deposit in University Library .....	21
<b>Part 6— Grades, eligibility for awards and classifications .....</b>	<b>22</b>
50    Course grades.....	22
51    Eligibility for awards .....	22
52    Classification of awards .....	22
<b>Part 7— Review of decisions.....</b>	<b>24</b>
53    What decisions are <i>reviewable decisions</i> ? .....	24
54    Who is a <i>person affected</i> by a reviewable decision? .....	24
55    Person affected by reviewable decision to be told about review etc. ....	24
56    Application for review of reviewable decision.....	25
57    Review by Associate Dean.....	25
58    Application for procedural review of review decision .....	26
59    Procedural review of review decision .....	26
<b>Part 8— Miscellaneous.....</b>	<b>28</b>
60    Approved forms and application processes .....	28
61    Service of notices etc. ....	28
62    Appointment of Delegated Authorities .....	28
63    Delegated Authorities: double degree programs .....	28
64    College Dean exercising Associate Dean’s functions .....	29
65    Delegation by Vice-Chancellor.....	29
66    Delegation by Deputy Vice-Chancellor .....	30

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67	Delegation by College Dean .....	30
68	Delegation by Associate Dean .....	30
69	Power to make orders.....	30
<b>Part 9— Repeal and transitional.....</b>		<b>32</b>
70	Repeal .....	32
71	Transitional modifications on student application.....	32



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## Part 1—Preliminary

### Division 1.1—General

#### 1 Name

This is the *Coursework Awards Rule 2019*.

#### 2 Commencement

This instrument commences on the day after it is registered.

#### 3 Authority

This instrument is made under the *Vice-Chancellorship Statute 2013*, section 9.5.

#### 4 Definitions

In this instrument:

**admission decision**: see section 53(2) (What decisions are *reviewable decisions*?).

**approved form** means a form approved under section 60 (Approved forms and application processes).

**approved application process** means an application process approved under section 60 (Approved forms and application processes).

**AQF** means the Australian Qualifications Framework as in force at the commencement of this instrument.

[Note: At the commencement of this instrument, the framework was accessible at [www.aqf.edu.au](http://www.aqf.edu.au).]

**Associate Dean**, in relation to an ANU College, means a person who is appointed as an Associate Dean for the college.

**Bachelor Honours** degree means a degree of Bachelor Honours, whether the coursework program for the degree is taken as:

- (a) an honours program from its commencement; or
- (b) a 1-year honours program.

[Note: The degrees of Bachelor Honours offered by the University are published on the University's website.]

**course** means a subject of scholarly study, whether it is taught:

- (a) in a connected series of classes or demonstrations; or
- (b) by means of practical work, including, for example, the production by students of essays, theses or case studies or the attendance and participation by students in seminars or workshops; or
- (c) by clinical or professional practice; or
- (d) in another way or in a combination of ways.

**coursework** means the courses, and other written or oral work (if any), undertaken by a student for a program for a coursework award, but does not include any thesis component of the program of at least 24 units duration.

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*coursework award*: see section 7.

*credit*: see section 9.

***Delegated Authority***, in relation to a program offered by an ANU College for a coursework award, means a person who is appointed under section 62 (Appointment of Delegated Authorities) as a Delegated Authority for the program.

[Note: For double degree programs, see section 63 (Delegated Authorities: double degree programs).]

***domestic student*** means a student who is not an overseas student.

***double degree***: a program is a program for a ***double degree*** if a student undertaking the program may qualify for 2 coursework awards.

***exercise*** a function includes perform the function.

***function*** includes duty and power.

***order*** means an order made under or for the purposes of this instrument.

***overseas student*** has the same meaning as in the *Higher Education Support Act 2003*, Schedule 1, clause 1.

***person affected*** by a reviewable decision: see section 54.

***reviewable decision***: see section 53(1) (What decisions are reviewable decisions?).

***reviewable non-admission decision***: see section 53(3) (What decisions are *reviewable decisions*?).

***this instrument*** includes the orders.

***working day*** means a day that is not a Saturday, a Sunday, a public holiday in the Australian Capital Territory, or a University holiday.

[Note: The Interpretation Statute defines the following terms that are relevant to this instrument:

- ANU College
- College Dean.]

## **5 Application of instrument to programs**

This instrument applies to programs for coursework awards and other programs:

- (a) that were commenced, but had not ended, before the commencement of this instrument; or
- (b) that are commenced after the commencement of this instrument.

## **6 Joint, double or dual programs with other institutions etc.**

- (1) A provision of this instrument has no effect to the extent to which it is inconsistent with an agreement between the University and another university or institution that makes provision for or in relation to joint, double or dual programs offered by them, or the joint, double or dual conferral of degrees or other awards by them, for students or a particular student.



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- (2) For subsection (1), a provision of this instrument is not inconsistent with a provision of an agreement mentioned in that subsection to the extent to which both provisions can operate concurrently.

## Division 1.2—Important concepts

### 7 Coursework awards

- (1) A **coursework award** is a coursework degree, Diploma, Graduate Diploma or Graduate Certificate that may be conferred by the University.

[Note: The relevant coursework degrees, diplomas and certificates that may be conferred by the University are published on the University's website.]

- (2) In this section:

**coursework degree** means the following degrees:

- (a) Associate;
- (b) Bachelor;
- (c) Bachelor Honours;
- (d) Master (other than Master of Philosophy);
- (e) Juris Doctor;
- (f) *Medicinae ac Chirurgiae Doctoranda*;
- (g) professional doctorate (other than Doctor of Juridical Science or Doctor of Psychology (Clinical)).

[Note: The Research Awards Rule applies to programs for the degrees of Doctor of Philosophy, Doctor of Juridical Science, Doctor of Psychology (Clinical) and Master of Philosophy.]

### 8 Programs for coursework awards generally

- (1) A student must undertake a program for a coursework award in accordance with this instrument, and any order applying to the student for the program, to qualify for a coursework award.
- (2) The program may:
- (a) consist of coursework or coursework and thesis components; and
  - (b) be undertaken by full-time or part-time study.
- (3) To remove any doubt, a reference to a **program for a coursework award** includes a reference to a program for a double degree.

### 9 What is *credit*

For a person who applies to be admitted to, is admitted to, or is enrolled in, a program for a coursework award, **credit** is the recognition, towards completion of the program, of:

- (a) a course, or other relevant graduate or undergraduate studies, undertaken at the University or another university or tertiary education institution otherwise than as part of the program; or
- (b) clinical or professional experience;

and includes advanced standing and recognition of prior learning.

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## **Part 2—Program admissions, enrolments and transfers**

### **Division 2.1—Admission requirements and limitations: coursework awards**

#### **10 Minimum qualification requirements for admission**

The minimum qualification requirements for admission to a program for a coursework award are prescribed by orders applying to the program.

[Note: The minimum qualification requirements set by the University are published on the University's website.]

#### **11 English language and other program requirements**

The Deputy Vice-Chancellor may, in writing, determine English language and other requirements (including higher qualification requirements) for admission to a program for a coursework award.

#### **12 Limits on places in programs**

The Vice-Chancellor may, in writing, determine the maximum number of students that may be admitted in any period to a program offered by an ANU College for a coursework award.

### **Division 2.2—Admission process: coursework awards**

#### **13 Application for admission**

A person may apply to the Registrar to be admitted to a program for a coursework award.

[Note 1: If a form or application process is approved under section 60 (Approved forms and application processes) for this provision, the form or application process must be used.]

[Note 2: Giving false or misleading information, or producing a false or misleading document, may be a criminal offence against the Criminal Code.]

#### **14 Decision on application for admission**

- (1) This section applies if a person makes an application under section 13 for admission to a program for a coursework award.
- (2) The Delegated Authority must decide the application.
- (3) However, the Delegated Authority may, by written notice given to the applicant, require the applicant to provide any information or document that the Delegated Authority reasonably needs to decide the application.
- (4) In deciding the application, the Delegated Authority must:
  - (a) have regard to the vision, values and strategies for change set by the Council for the University; and
  - (b) comply with the statutes, rules, orders, policies and procedures of the University.

[Note: For the vision, values and strategies for change currently set by the Council for the University, see the Strategic Plan 2017-2021. The strategies for change include building on a culture of academic excellence.]

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- (5) If the Delegated Authority requires the applicant to provide information or a document, the Delegated Authority need not consider the application until the applicant complies with the requirement.
  - (6) After the Delegated Authority decides the application, the Registrar must, by written notice given to the applicant, tell the applicant about the decision and about any conditions imposed by the Delegated Authority on the applicant's enrolment or admission.
  - (7) If the applicant is offered admission to the program, the offer of admission:
    - (a) must state the session in relation to which the offer of admission is effective; and
    - (b) must include, or be accompanied by, instructions on how to:
      - (i) accept the offer; or
      - (ii) if the enrolment can be deferred—accept the offer, but apply to defer enrolment to a later session; or
      - (iii) decline the offer; and
    - (c) may include any additional information the Registrar considers appropriate.
  - (8) However, if the Delegated Authority imposed conditions on the applicant's admission, an offer of admission may not be made to the applicant until the conditions have been met.
  - (9) To remove any doubt, the applicant does not become a student of the University, or in the program, only because the applicant is offered admission to the program.

## 15 Making of admission decision

- (1) The Delegated Authority may admit the applicant to the program for the coursework award if satisfied that the applicant meets the following requirements (the **admission requirements**):
  - (a) the minimum qualification requirements for admission to the program;
  - (b) the English language and other requirements (if any) determined for admission to the program under section 11 (English language and other program requirements).
- (2) However, if the application is for admission to a program for a degree of Bachelor Honours and the applicant meets the admission requirements, the Delegated Authority may refuse to admit the applicant to the program if the Delegated Authority is not satisfied that suitable supervision will be available for the program.
- (3) Despite subsection (1), the Delegated Authority must refuse to admit the applicant to the program if the admission of the applicant to the program would result in the number of students being admitted to the program in any period exceeding the maximum number of students determined under section 12 (Limits on places in programs) for the program for the period.
- (4) Also, despite subsection (1), the Delegated Authority may admit the applicant to the program even though the Delegated Authority is not satisfied that the applicant meets the minimum qualification requirements for admission to the program if the Deputy Vice-Chancellor and the Pro Vice-Chancellor approve the applicant's admission to the program.
- (5) In addition, despite subsection (1), the Delegated Authority may admit the applicant to the program even though the Delegated Authority is not satisfied that the applicant meets a

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requirement determined for admission to the program under section 11, if the Deputy Vice-Chancellor approves the applicant's admission to the program.

- (6) The Delegated Authority may also impose conditions on the applicant's admission if the applicant's application states that the applicant intends to continue to undertake other studies at the University or another educational institution if the applicant is admitted to the program.
  - (7) Despite anything else in this section, the Delegated Authority may refuse to admit the applicant to the program for any reason the Delegated Authority considers appropriate.
  - (8) In deciding under subsection (7) whether to refuse to admit the applicant to the program, the Delegated Authority must:
    - (a) have regard to the vision, values and strategies for change set by the Council for the University; and
    - (b) comply with the statutes, rules, orders, policies and procedures of the University.
- [Note: For the vision, values and strategies for change currently set by the Council for the University, see the Strategic Plan 2017-2021. The strategies for change include building on a culture of academic excellence.]
- (9) To remove any doubt, admission to programs for coursework awards is through competitive processes for which places may be limited and in which applicants are assessed and ranked according to admission criteria set by the University, including academic achievement, English language ability and diversity targets. The University has the final discretion on admitting applicants.
  - (10) This section is subject to section 16 (False or misleading statements in applications for admission etc.).

## **16 False or misleading statements in applications for admission etc.**

- (1) This section applies if the Delegated Authority suspects, on reasonable grounds, that an applicant for admission to a program for a coursework award has in, or in connection with, the applicant's application:
  - (a) made a statement, or provided information, (whether orally, in a document or in any other way) that was false or misleading in a material particular; or
  - (b) provided a document that was false or misleading in a material particular.
- (2) The Delegated Authority must:
  - (a) immediately report the Delegated Authority's suspicion (the *reported matter*), and the reasons for it, under the Discipline Rule; and
  - (b) if the applicant has not been enrolled in the program—take action under subsection (3), (4) or (6), as appropriate.
- (3) If the Delegated Authority has not finally decided the application, the Delegated Authority must refuse to consider, or further consider, the application until the reported matter has been finally dealt with under the Discipline Rule.
- (4) If the Delegated Authority has refused to admit the applicant to the program, the applicant has applied for review the Delegated Authority's decision and the Associate Dean has not finally dealt with the application for review, the Delegated Authority must immediately tell the Associate Dean of the Delegated Authority's suspicion and the reasons for it.

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- (5) The Associate Dean must refuse to deal, or further deal, with the application for review until the reported matter has been finally dealt with under the Discipline Rule.
  - (6) If a decision has been made to admit the applicant to the program but the applicant has not been enrolled in the program, the Delegated Authority must immediately tell the Registrar about the Delegated Authority's suspicion and the reasons for it.
  - (7) The Registrar must not enrol the applicant in the program until the reported matter has been finally dealt with under the Discipline Rule.
  - (8) This section is additional to, and does not limit:
    - (a) any power of the Delegated Authority, Associate Dean or Registrar otherwise than under this section; or
    - (b) the Discipline Rule.

[Note: The Discipline Rule includes provisions for dealing with misconduct, including knowingly making false or misleading statements to the University or to an officer or employee of the University.]

## **Division 2.3—Enrolment: coursework awards**

### **17 Program commences on enrolment**

If a person is admitted to a program for a coursework award, the program commences on the day the person is enrolled in the program.

### **18 Enrolment**

- (1) If a person is admitted to a program for a coursework award and accepts the offer of admission given to the person for the program, the person may enrol in the program for the session for which the offer of admission is effective or, if the enrolment is deferred to a later session under section 19 (Deferral of enrolment: programs other than 1-year honours programs) or section 20 (Deferral of enrolment: 1-year honours program), that later session.

[Note 1: If a form is approved under section 60 (Approved forms and application processes) for this provision, the form must be used.]

[Note 2: Giving false or misleading information, or producing a false or misleading document, may be a criminal offence against the Criminal Code.]

- (2) However, if conditions were imposed by the Delegated Authority on the person's enrolment, the person must not be enrolled unless the conditions have been met.
  - (3) If a person is admitted to a 1-year honours program for a degree of Bachelor Honours, the person must enrol in the program within 2 years after the day the person completes the requirements for the award of the pass degree relevant to the program or, if the Delegated Authority, in writing, determines a longer period, that longer period.
  - (4) However, if the person is admitted to a second 1-year honours program for a degree of Bachelor Honours, the person must enrol in the program not later than the next semester starting after the day the person completes the requirements for the award of the first degree of Bachelor Honours or, if the Delegated Authority, in writing, determines a longer period, that longer period.
  - (5) This section is subject to section 16 (False or misleading statements in applications for admission etc.).
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## 19 Deferral of enrolment: programs other than 1-year honours programs

- (1) This section applies to a person if:
  - (a) the person is admitted to a program for an undergraduate coursework award (other than a 1-year honours program); and
  - (b) on enrolment, the person will be a domestic student.
- (2) The person may apply, in writing, to the Delegated Authority to defer enrolment in the program to a specified session that is later, but commences not more than 1 year later, than the session stated in the person's offer of admission.
- (3) The application must be made in accordance with the instructions included in, or accompanying, the offer of admission.
- (4) If the person applies to the Delegated Authority in accordance with this section to defer enrolment in the program to a later specified session, the Delegated Authority must:
  - (a) defer enrolment to that session; and
  - (b) by written notice given to the person, tell the person that enrolment in the program has been deferred to that session.

## 20 Deferral of enrolment: 1-year honours programs

If a person is admitted to a 1-year honours program, the person may defer enrolment in the program only if the Delegated Authority approves the deferral, on the written application of the person, in the special circumstances of the case.

## Division 2.4—Program transfers: coursework awards

### 21 Transfer between programs generally

- (1) This section applies if:
    - (a) a person is enrolled in a program for a coursework award (the *existing program*); and
    - (b) the person wishes to transfer from that program to a program for another coursework award (the *new program*); and
    - (c) any of the following applies:
      - (i) the existing and new programs are both undergraduate coursework programs or graduate coursework programs;
      - (ii) the existing program is a program for a professional doctorate (other than by research) and the new program is a program for a Master degree by coursework in the same discipline area;
      - (iii) the existing program is for a Master degree by coursework and the new program is a professional doctorate (other than by research) in the same discipline area.
  - (2) The person may apply to the Registrar for approval to transfer from the existing program to the new program.

[Note: If a form or application process is approved under section 60 (Approved forms and application processes) for this provision, the form or application process must be used.]
  - (3) The Delegated Authority for the new program must:
    - (a) decide the application; and
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- (b) by written notice given to the person, tell the person:
    - (i) whether the transfer has been approved; and
    - (ii) if the transfer is approved—about any conditions imposed by the Delegated Authority on the transfer.
  - (4) The Delegated Authority may approve the transfer only if satisfied that the person meets the minimum qualification requirements for admission to the new program or the transfer is being made under the Academic Progress Rule.
  - (5) If the Delegated Authority approves the transfer and the person accepts the transfer as approved:
    - (a) the person is taken to have withdrawn from the existing program; and
    - (b) the person is taken to have been admitted to the new program; and
    - (c) the new program is taken, for section 32 (Maximum period for completion of program), to have commenced on the day the existing program commenced (or is taken to have commenced under the previous application of this paragraph to the existing program or an earlier program); and
    - (d) any conditions imposed on the transfer are taken to be conditions imposed on the person's admission to the new program.

[Note: Division 3.1 deals with the granting of credit. The Division applies to the granting of credit for work completed by the person for the existing program.]

## **Division 2.5—Non-award studies**

### **22 Non-award programs**

- (1) A person may apply, in writing, to the relevant Delegated Authority for admission to a program (a *non-award program*) that is not a program for a coursework award.
- (2) The Delegated Authority must:
  - (a) decide the application; and
  - (b) by written notice given to the person, tell the person:
    - (i) whether the person has been admitted to the non-award program; and
    - (ii) if the person is admitted to the non-award program—about the period of the program approved by the Delegated Authority and any conditions imposed by the Delegated Authority on the applicant's admission to the program.
- (3) If the person is admitted to the non-award program and enrolls in the program, the person must:
  - (a) undertake the program under the direction of the Delegated Authority for the period approved by the Delegated Authority; and
  - (b) comply with the conditions (if any) imposed on the person's admission to the program.
- (4) This section does not prevent the person from subsequently applying for admission to a program for a coursework award.

[Note: Division 3.1 deals with the granting of credit. The Division applies to the granting of credit for work completed by the person for a non-award program.]

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## Part 3—Program requirements

### Division 3.1—Credit

#### 23 Granting credit

- (1) A person who applies to be admitted to, is admitted to, or is enrolled in, a program for a coursework award may apply, in writing, to the Delegated Authority to be granted credit towards completion of the program.
- (2) The Delegated Authority must:
  - (a) decide the application; and
  - (b) by written notice given to the student, tell the person whether the credit sought has been granted.
- (3) In granting credit under subsection (1), the Delegated Authority must comply with section 24 (Limits on granting credit).
- (4) Without limiting subsection (1), the Delegated Authority may, under that subsection, grant credit to a person, towards completion of a program for the degree of Master of Clinical Psychology, for supervised clinical experience undertaken in a public clinical service, if satisfied that the standard of the experience is equivalent to the experience that would be gained by undertaking a fieldwork placement course as part of the program.

#### 24 Limits on granting credit

- (1) The Associate Dean for an ANU College may, in writing, determine limits within which credit may be granted under section 23(1) (Granting credit) towards completion of a program offered by the college for a coursework award.
- (2) Without limiting subsection (1), credit must not be granted to a person for a course or other studies, or for clinical or professional experience, completed more than the relevant period before the day the student first applied under section 23(1) for credit for the studies or experience.
- (3) In subsection (2):

*relevant period* means:

  - (a) for an undergraduate program—10 years or, if the Associate Dean determines, in writing, a different period for the program, that period; or
  - (b) for a graduate coursework program—7 years or, if the Associate Dean determines, in writing, a different period for the program, that period.
- (4) Without limiting subsection (1), credit must not be granted to a person towards completion of a program for a coursework award if granting the credit would result in the person qualifying for the award without completing:
  - (a) for a double degree program—at least the equivalent of 18 months full-time enrolment at the University, including later year courses that the Delegated Authority is satisfied are sufficient; and



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- (b) for an undergraduate pass program other than a double degree program—at least the equivalent of 1 year full-time enrolment at the University, including later year courses that the Delegated Authority is satisfied are sufficient; and
  - (c) for a 1-year honours program if the corresponding Bachelor degree was undertaken at the University—at least the equivalent of 6 months full-time enrolment at the University; and
  - (d) for a 1-year honours program if the corresponding Bachelor degree was undertaken at another university—at least the equivalent of 1 year full-time enrolment at the University; and
  - (e) for another honours program—at least the equivalent of 18 months full-time enrolment at the University, including later year courses that the Delegated Authority is satisfied are sufficient; and
  - (f) for a graduate coursework program—at least the equivalent of half of the program's requirements at the University.
- (5) Without limiting subsection (1), a person must not be granted credit, towards completion of a program for a degree of Master (other than by research) of more than:
- (a) a quarter of the program's requirements for undergraduate studies (other than any honours year undergraduate studies); or
  - (b) a half of the program's requirements for all undergraduate studies (including any honours year undergraduate studies).
- (6) Without limiting subsection (1), credit for particular studies must not be granted more than once towards completion of a program for a double degree.

## **Division 3.2—Program content**

### **25 Program content**

- (1) A student admitted to a program for a coursework award must enrol in the courses, sequences of courses, or combinations of courses, that may be included in the program under the orders applying to the program for the year in which the student is admitted to the program.
- (2) However, subject to the orders, the Delegated Authority may, in writing, determine the following:
  - (a) that a course may not be counted towards the program if taken with another course, sequence of courses or combination of courses;
  - (b) that a student may only take a stated maximum number of courses for the program in any year;
  - (c) that a student may receive only a stated maximum number of units for taking particular courses, sequences of courses or combinations of courses;
  - (d) that the taking of a particular course, sequence of courses, or combination of courses, is subject to a stated condition.

### **26 Completion of program**

- (1) To complete a program for a coursework award, a student must:
  - (a) pass the courses, sequences of course, or combinations of courses, required for the program under the orders applying to the student for the program; and

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- (b) pass the courses required for, or that may be included in, the program to the total unit value required for the program under the orders applying to the student for the program; and
  - (c) complete the other requirements (if any) for the program under the orders applying to the student for the program.
- (2) However, subsection (1) is subject to any determination or approval of the Delegated Authority under section 25 (Program content) that applies to the student.
- (3) Also, the Delegated Authority may, on the written application of the student and in special circumstances, modify the orders applying to the student for the program by:
- (a) varying the requirements applying to the student under the orders for the year in which the student was admitted to the program; or
  - (b) permitting the student to complete the requirements that would have applied to the student if the student had been admitted to the program in another year; or
  - (c) if the program is a 1-year honours program—permitting the student to undertake 12 units of 2000- or 3000- level courses (or courses at both levels) instead of a 4000-level course.
- (4) If a student applies for a modification under subsection (3), the Delegated Authority must:
- (a) decide the application; and
  - (b) by written notice given to the student, tell the student the decision made on the application.
- (5) Despite subsection (3), the coursework component of a program for a coursework award (other than a degree of Bachelor Honours) must be more than a third of the total requirements of the program.
- (6) Also, despite subsection (3), not more than 25% of the total unit value of the courses for a program for a degree of Master, or a Graduate Diploma or Graduate Certificate, may be undergraduate courses.
- (7) Without limiting subsection (3), if a program for a coursework award is a program for a double degree, the student may apply for the modification of the orders applying to only one of the degrees, and the Delegated Authority may modify only those orders by:
- (a) varying the requirements applying to the student in relation to that degree under the orders for the year in which the student was admitted to the program; or
  - (b) permitting the student to complete the requirements that would have applied to the student in relation to that degree if the student had been admitted to the program in another year.

### **Division 3.3—Undertaking the program**

#### **27 Enrolment in courses at the University etc.**

- (1) A student enrolled in a program for a coursework award must, for the program, enrol in:
- (a) courses offered at the University; or
  - (b) courses offered by another educational institution that are approved, in writing, by the Delegated Authority on the written application of the student.

[Note: An order may prescribe the maximum period for which courses may be undertaken at another educational institution or the number or unit value of courses that may be undertaken at another educational institution.]

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- (2) If the student applies under subsection (1) for approval to enrol in a course offered by another educational institution, the Delegated Authority must:
- (a) decide the application; and
  - (b) by written notice given to the student, tell the student whether the course is approved.

[Note: Division 3.1 deals with the granting of credit. The Division applies to the granting of credit for a course offered by another educational institution.]

- (3) The Delegated Authority must not approve enrolment in a course offered by another educational institution unless satisfied:
- (a) that the course is substantially comparable in quality to the equivalent course offered by the University for the program (or comparable programs); and
  - (b) that the institution has satisfactory facilities available to the student for completion of the course.

## 28 Program leave of absence

- (1) A domestic student enrolled in a program for a coursework award may take leave of absence from the program under this subsection for a period of up to 2 years (or for consecutive periods of up to 2 years in total) by not enrolling in any courses.
- (2) However, if the student is enrolled in a program for a medical degree, the student may take leave of absence under subsection (1) only with the written permission of the Dean of Medicine and Health Science granted on the written application of the student.
- (3) Permission under subsection (2) may be granted for an initial period of up to 1 year.
- (4) Permission under subsection (2) may also be granted on application under that subsection for an additional period, or for additional periods, that, together with the initial period, do not exceed 2 years in total.
- (5) The Delegated Authority may, on the written application of a domestic student enrolled in a program for a coursework award, grant the student leave of absence from the program under this subsection for a period of more than 2 years.
- (6) The Delegated Authority may, on the written application of an international student enrolled in a program for a coursework award, grant the student leave of absence from the program under this subsection for any period.
- (7) However, a period of leave of absence under this section must not be for less than a half year, comprising first half year (Semester 1, Summer Session and Autumn Session) or second half year (Semester 2, Winter Session and Spring Session).
- (8) Subsection (7) does not apply to a program if the program is taught in trimesters.
- (9) In this section:
  - medical degree** means either of the following degrees:
    - (a) Bachelor of Medicine, Bachelor of Surgery;
    - (b) *Medicinae ac Chirurgiae Doctoranda* (Doctor of Medicine and Surgery).

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## **Division 3.4—Other program requirements**

### **29 Language of instruction**

A program for a coursework award must be taken in English unless, and to the extent that, the Academic Board determines otherwise.

### **30 Other studies**

- (1) A student enrolled in a program for a coursework award must not undertake, or continue to undertake, any other studies at the University or another educational institution while the student is enrolled in the program, unless the Delegated Authority, on the written application of the student, approves the student undertaking the studies while the student is enrolled in the program.
- (2) However, subsection (1) does not apply to other studies that the student continues to undertake at the University or another educational institution after enrolling in the program if:
  - (a) the student's application for admission to the program stated that the student intended to continue to undertake the other studies at the University or other education institution if the applicant were admitted to the program; and
  - (b) the student complies with the conditions (if any) imposed under section 15(6) (Making of admission decision) on the student's admission.
- (3) If a student applies for an approval under subsection (1), the Delegated Authority must:
  - (a) decide the application; and
  - (b) by written notice given to the student, tell the student the decision made on the application.
- (4) To remove any doubt, subsection (1) applies to a student enrolled in a program for a coursework award in relation to a period whether or not the student is enrolled during the period in courses at the University or another institution for the student's coursework program.

## **Division 3.5—Ending of program**

### **31 Withdrawal from program**

- (1) A student enrolled in a program for a coursework award may withdraw from the program by written notice given to the Delegated Authority.
- (2) The student ceases to be enrolled in the program on the day the notice is given to the Delegated Authority or, if the notice states a later date of effect, on that date.
- (3) To remove any doubt, if a person withdraws from a program for a coursework award under subsection (1), the person may enrol in the program again only if the person has subsequently re-applied to be admitted to the program and has been admitted to the program on that re-application.

### **32 Maximum period for completion of program**

- (1) The maximum period for completion of a program (other than a 1-year honours program) by a student is the following period beginning on the day the program commences:

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- (a) if the total unit value of courses required for the program is 24 units or less—3 years;
  - (b) if the total unit value of courses required for the program is at least 25 units but not more than 48 units—5 years;
  - (c) if the total unit value of courses required for the program is at least 49 units but not more than 72 units—6 years;
  - (d) if the total unit value of courses required for the program is at least 73 units but not more than 120 units—7 years;
  - (e) if the total unit value of courses required for the program is at least 121 units but not more than 220 units—10 years;
  - (f) if the total unit value of courses required for the program is more than 220 units—11 years.

[Note: For the commencement of a program into which a student transfers from another program, see section 21(5)(c) (Transfer between programs generally).]

- (2) The maximum period for completion of a 1-year honours program by a student is the following period beginning on the day the program commences:
  - (a) for a program undertaken by full-time study—1 year;
  - (b) for a program undertaken by part-time study—2 years;
  - (c) for a program undertaken partly by full-time study and partly by part-time study—18 months.
- (3) However, the Delegated Authority may, on the written application of a student enrolled in a program for a coursework award, extend the maximum period for completion of the program under subsection (1) or (2).
- (4) If a student applies under subsection (3) for an extension of the maximum period of completion of the student's program, the Delegated Authority must:
  - (a) decide the application; and
  - (b) by written notice given to the student, tell the student whether an extension has been granted and, if so, the period of the extension.
- (5) Also, if the Delegated Authority grants credit to a student towards completion of the student's program, the Delegated Authority may, by written notice given to the student, reduce the maximum period for completion of the student's program to take account of the credit granted.
- (6) To remove any doubt, the grant of leave of absence to a student under section 28 (Program leave of absence) does not, of itself, extend the maximum period for completion of the program by the student.
- (7) A student's program for a coursework award ends by force of this subsection at the end of the maximum period for completion of the program by the student, and the student automatically ceases to be enrolled in the program, if, before the end of that period, the student has not:
  - (a) completed the requirements of the program (other than any thesis requirement of the program); and
  - (b) if the student is required to submit a thesis for the program—submitted the thesis for examination.

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- (8) If a student's coursework awards program ends under subsection (7), the Delegated Authority must tell the student, in writing, as soon as practicable.

### **33 Honours year: cancellation etc.**

- (1) If the Delegated Authority is satisfied that a student enrolled in an honours program is not making satisfactory progress in the program, the Delegated Authority may, by written notice given to the student, cancel the student's enrolment in the honours program.
- (2) If the Delegated Authority cancels the student's enrolment in the honours program, the student may be awarded an appropriate pass degree if the student has not already been awarded that degree and is otherwise eligible to be awarded the degree.
- (3) A student may attempt an honours year only once unless the Delegated Authority, on the written application of the student, permits the student to attempt the year again.
- (4) If the student applies under subsection (3) for permission to attempt the honours year again, the Delegated Authority must:
- (a) decide the application; and
  - (b) by written notice given to the student, tell the student whether the permission is granted.

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## **Part 4—Supervision**

### **34 Purpose of Part 4**

This Part sets out the supervisory arrangements applying to a student enrolled in a program for a coursework award that has a thesis component.

### **35 Supervisors**

- (1) The student must have at least 1 supervisor for the thesis.
- (2) A supervisor is appointed, in writing, by the Delegated Authority.

### **36 Appointment of supervisors**

- (1) The Delegated Authority must appoint the student's supervisor or supervisors before the commencement of the semester in which the thesis is to be undertaken.
- (2) The supervisor (or, if the student has 2 or more supervisors, at least 1 of the supervisors) must:
  - (a) be a full-time member of the academic staff of the University; or
  - (b) be a part-time member of the academic staff of the University employed by the University on at least a 50% basis; or
  - (c) if the Delegated Authority approves in writing in the particular circumstances of the case—hold an academic status, or honorary academic status, in the University.
- (3) In appointing supervisors, the Delegated Authority must, as far as practicable, ensure continuity in the supervision of the student's thesis.

### **37 Responsibilities of supervisors**

- (1) A supervisor:
  - (a) is responsible, with the other supervisors (if any), for supervising:
    - (i) all aspects of the student's thesis; and
    - (ii) the student's compliance with this instrument and the orders in relation to the thesis; and
  - (b) must advise the student on matters relevant to the thesis or assist the student to obtain appropriate advice on matters relevant to the thesis.
- (2) In supervising the student, a supervisor must comply with the statutes, rules, orders and policies of the University.
- (3) A supervisor must tell the Delegated Authority if the supervisor considers that the student:
  - (a) is not pursuing the thesis satisfactorily; or
  - (b) has contravened this instrument or an order in relation to the thesis.

### **38 Temporary supervisory arrangements**

If the student has a single supervisor and the supervisor is (or is expected to be) absent from the University, or unable to supervise the student, for longer than 4 consecutive weeks, the Delegated Authority must, in writing, appoint an appropriately qualified

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person to supervise the student while the supervisor is absent or unable to supervise the student.

[Note: For the qualifications for the appointment of supervisors, see s 36(2) (Appointment of supervisors).]



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## **Part 5—Assessment**

### **Division 5.1—Assessment methods**

#### **39 Purpose of Division 5.1**

This Division sets out how a student undertaking a program for a coursework award must be assessed for the program.

#### **40 Assessment of thesis**

Any thesis required for the program must be assessed in accordance with this instrument.

#### **41 Application of Assessment Rule**

- (1) Coursework undertaken by the student during the program must be assessed in accordance with the Assessment Rule unless otherwise determined, in writing, by the Delegated Authority.
- (2) Without limiting the Delegated Authority's power under subsection (1), if the program is declared by the Associate Dean, in writing, to be a program to which this subsection applies, the Delegated Authority may determine that coursework for the program be assessed by an assessment of:
  - (a) an exhibition; or
  - (b) a performance; or
  - (c) a folio of work.

#### **42 Assessments must be in English**

Any assessment must be conducted in English, except so far as the Deputy Vice-Chancellor, on the Delegated Authority's written recommendation, determines otherwise in writing.

### **Division 5.2—Thesis**

#### **43 Purpose of Division 5.2**

This Division sets out provisions applying to the thesis of a student enrolled in a program for a coursework award if the program requires the submission of a thesis.

#### **44 Requirements for examination of thesis**

The Associate Dean may, in writing, determine requirements for the examination of the thesis.

#### **45 General thesis requirements**

- (1) The thesis must be an original written work of at least 24 units duration that:
  - (a) is the product of a research project that investigates a research question through the application of an advanced knowledge of the research principles and methods, and theoretical concepts, of 1 or more disciplines or specialisations; and

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- (b) incorporates an account summarising the research undertaken by the student during the program and the results of the research; and
  - (c) if the research is on more than 1 topic—demonstrates the relationship between the topics; and
  - (d) is required to be provided by the student for the program; and
  - (e) if the research is undertaken jointly with someone else—clearly indicates the nature and extent of the student’s contribution to the research.
- (2) In subsection (1):
- written work* includes video recordings, film or other works of visual or sonic arts, computer software, digital material or other non-written material.
- (3) The student must clearly mark in the thesis material that has been previously submitted by the student for the purpose of obtaining a degree or other award from any university or other tertiary educational institution.
  - (4) However, if the material has previously been submitted for the same award at the University, the Delegated Authority may, in writing, approve the inclusion of a specified statement instead of the marking required by subsection (3).
  - (5) The thesis must not be accepted for examination unless, in the Delegated Authority’s opinion, it consists largely of material that has not previously been submitted by the student for the purpose of obtaining a degree or other award from any university or other tertiary educational institution.
  - (6) The thesis must be written in English, except so far as the Deputy Vice-Chancellor, on the Delegated Authority’s written recommendation, determines otherwise in writing.

#### **46 Submission of thesis**

- (1) The student must submit the student’s thesis for examination in the form approved, in writing, by the Delegated Authority.
- (2) Without limiting subsection (1), if the thesis has been published, the thesis may be submitted in the published form with Delegated Authority approval.

#### **47 Appointment of thesis examiners**

- (1) The Delegated Authority must, in writing, appoint 1 or more examiners of the student’s thesis.
- (2) The Delegated Authority may, in writing, at any time appoint an additional examiner or additional examiners of the thesis.
- (3) A person must not be appointed as an examiner if the person has been a supervisor for the thesis or has provided advice on its drafting or production.

#### **48 Re-examination by resubmission of thesis**

- (1) If the student fails the examination of the thesis, the Delegated Authority may, by written notice given to the student, require the student to be re-examined by resubmission of the thesis.

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- (2) If the student is re-examined by resubmission of the thesis, the grade that may be awarded is pass at supplementary examination or fail.

**49 Student must provide thesis for deposit in University Library**

- (1) If the student is granted approval for an award, the student must, before the award is conferred, provide 1 digital copy of the thesis, as finally corrected, revised and reviewed, to the Registrar for deposit in the University Library.
- (2) The provision of the copy of the thesis by the student authorises the University:
- (a) to make the thesis available in the University Library in any format; and
  - (b) with the student's permission, to make the thesis otherwise available in any format.
- (3) However, subsection (2)(a) is subject to any written direction of the Deputy Vice-Chancellor, made on the student's written request, that prohibits the University Library from disclosing the thesis, or a specified part of it, to anyone for a specified period.

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## Part 6—Grades, eligibility for awards and classifications

### 50 Course grades

The performance of a student in a course in a program for a coursework award must be graded as high distinction, distinction, credit, higher level pass, pass, pass at supplementary examination, course requirements satisfied, or fail.

### 51 Eligibility for awards

- (1) A student may be granted a coursework award if the student completes the requirements of the program for the award under this instrument and the orders.
- (2) A student enrolled in a program for a double degree may be granted one of the coursework awards for which the student may qualify if the student would have satisfied all of the requirements for the grant of that award if the program had been a program for only that award.
- (3) If a student enrolled in a program for a double degree is granted one of the coursework awards under subsection (2), the student may continue studying towards the other award.
- (4) An order may provide that a degree of Bachelor Honours may be granted to a student only if the student achieves the standard required for a First Class Honours classification.
- (5) If a student enrolled in a program for a degree of Bachelor Honours does not satisfy all the requirements to be granted the degree, the student may be granted another relevant degree of Bachelor Honours or relevant pass degree as decided, in writing, by the Delegated Authority.
- (6) Despite subsection (1), a former student may be granted a coursework award posthumously by the Vice-Chancellor on the recommendation of the Delegated Authority, even though the former student may not have completed all of the requirements of the program for the award.

### 52 Classification of awards

- (1) Subject to this section, if a student is granted a coursework award, the award may be graded with a classification.

[Note: The orders may make provision in relation to the classification of coursework awards.]
- (2) A degree of Associate or Bachelor, and a Graduate Certificate, must be granted as an ungraded *Pass*.
- (3) A Diploma must be classified *Awarded with Merit* or *Awarded*.
- (4) A degree of Bachelor Honours must be classified First Class Honours, Second Class Honours, Division A, Second Class Honours, Division B, or Third Class Honours.
- (5) However, a degree of Bachelor of Medicine, Bachelor of Surgery Honours may only be granted without classification.
- (6) A Graduate Diploma must be classified *Awarded with Commendation* or *Awarded*.

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- (7) A degree of *Medicinae ac Chirurgiae Doctoranda* must be classified *Awarded with Commendation* or *Awarded*.
- (8) A degree of Master by coursework (AQF level 9) must be classified *Awarded with Commendation* or *Awarded*.
- (9) A degree of Master extended (AQF level 9) must be classified *Awarded with Commendation* or *Awarded*.
- (10) The Delegated Authority may classify the performance of a student *with Commendation* only if the student has achieved a weighted average mark of 80% or higher.
- (11) In working out a student's weighted average mark for subsection (10), the Delegated Authority must:
- (a) subject to paragraph (b), take into account all courses undertaken by the student at the University that are counted towards the coursework award to be granted to the student (the *current award*), whether the courses were undertaken:
    - (i) as part of the program for the coursework award; or
    - (ii) as part of the program for another coursework award and the student granted credit for them towards completion of the current award; and
  - (b) if the current award is a graduate award—not take into account courses undertaken by the student at the University as part of a program for an undergraduate award, even though the student may have been granted credit for them towards completion of the program for the current award; and
  - (c) not take into account courses undertaken by the student at another university or tertiary education institution, even though the student may have been granted credit for them towards completion of the program for the current award.
- (12) Subsections (10) and (11) are subject to any modifications approved, in writing, by the Academic Board for a program for a coursework award.

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## Part 7—Review of decisions

### 53 What decisions are *reviewable decisions*?

- (1) A decision under this instrument is a *reviewable decision* if it is an admission decision or a reviewable non-admission decision.

[Note: An appeal against a decision under the Academic Progress Rule or Assessment Rule is heard and decided under the relevant rule. This Part does not apply to a decision under either of those rules.]

- (2) An *admission decision* is a decision not to admit a person to a program for a coursework award.
- (3) A *reviewable non-admission decision* is a decision affecting a student made by an Associate Dean or Delegated Authority, other than any of the following decisions:
  - (a) an admission decision;
  - (b) a decision made by an Associate Dean under section 24 (Limits on granting credit) determining limits within which credit may be granted;
  - (c) a decision under section 41(2) (Application of Assessment Rule) declaring a program to be a program to which the subsection applies;
  - (d) a decision under section 48(2) (Re-examination by resubmission of thesis) awarding a particular grade to a student;
  - (e) a decision under section 50 (Course grades) grading the performance of a student in a course;
  - (f) a decision under section 52 (Classification of awards) grading a coursework award with a classification;
  - (g) a decision made by an Associate Dean under section 57 (Review by Associate Dean);
  - (h) a decision to make an order under section 69 (Power to make orders).

### 54 Who is a *person affected* by a reviewable decision?

The *person affected* by a reviewable decision is:

- (a) for an admission decision—the applicant for admission; and
- (b) for any other decision—the student affected by the decision.

### 55 Person affected by reviewable decision to be told about review etc.

- (1) This section applies if an Associate Dean or Delegated Authority (the *decision-maker*) makes a reviewable decision.
- (2) Within 7 working days after the day the decision-maker makes the decision, the decision-maker must, by written notice given to the person affected by the decision, tell the person:
  - (a) about the decision; and
  - (b) that the person may apply for review of the decision under this Part.
- (3) The notice must include, or be accompanied by, a statement of reasons for the decision.
- (4) This section does not apply to the decision if, within the 7-day period mentioned in subsection (2):

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- (a) the person is told in writing:
    - (i) about the decision under another provision of this instrument; and
    - (ii) that the person may apply for review of the decision under this Part; and
  - (b) the person is given a statement of reasons for the decision.

## **56 Application for review of reviewable decision**

- (1) The person affected by a reviewable decision may apply for review of the decision.
- (2) The application must:
  - (a) be in writing; and
  - (b) set out the person's reasons for making the application; and
  - (c) include, or be accompanied by, any evidence in support of the reasons; and
  - (d) be given to the relevant person within:
    - (i) 20 working days after the day the person is given written notice of, and a statement of reasons for, the decision; or
    - (ii) if the relevant person extends the period in the special circumstances of the case—the extended period.
- (3) If:
  - (a) the person applies for review of the decision; and
  - (b) immediately before the decision was made, the person was enrolled in a program for a coursework award; and
  - (c) the reviewable decision affected the person's right to remain enrolled in the program;the person is entitled to be enrolled in the program until the review is finally decided.
- (4) In this section:
  - relevant person* means:
    - (a) for an admission decision—the Registrar; or
    - (b) for a reviewable non-admission decision—the Associate Dean.

## **57 Review by Associate Dean**

- (1) This section applies if the person affected by a reviewable decision applies under section 56 (Application for review of reviewable decision) for review of the decision.
- (2) The Associate Dean may conduct the review solely on the basis of the application and any material accompanying it, but may make the inquiries, and have regard to anything else, that the Associate Dean considers appropriate.
- (3) The Associate Dean must:
  - (a) confirm the reviewable decision; or
  - (b) if the decision was a decision of the Delegated Authority—set aside the reviewable decision and refer the matter to the Delegated Authority:
    - (i) to further consider the reviewable decision, taking into account the directions or recommendations (if any) of the Associate Dean; and
    - (ii) to make a new decision; or
  - (c) set aside the reviewable decision and substitute another decision that the original decision-maker could have made.

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- (4) After the Associate Dean makes a decision on the review, the Associate Dean must:
    - (a) by written notice given to the applicant for review, tell the applicant about the decision made on the review; and
    - (b) give the applicant a statement of reasons for the decision.
  - (5) The Associate Dean must endeavour to review the decision and comply with subsection (4) within 20 working days after the day the application for review of the decision is made.
  - (6) If the Associate Dean is unable to review the decision and comply with subsection (4) within the 20-day period mentioned in subsection (5), the Associate Dean must tell the applicant for review and give the applicant for review a date by which the decision will be reviewed and subsection (4) complied with.
  - (7) Subject to the outcome of any application for review made under section 58 (Application for procedural review of review decision), the decision of the Associate Dean is final.
  - (8) This section is subject to section 16 (False or misleading statements in applications for admission etc.).

## **58 Application for procedural review of review decision**

- (1) This section applies if an applicant for review of a reviewable decision is dissatisfied with the decision made by the Associate Dean on the review because procedures that were required to be observed by this instrument in connection with the review were not observed.
- (2) The person may apply for review of the Associate Dean's decision made on the review, but only on the ground that procedures that were required to be observed by this instrument in connection with the review were not observed.
- (3) The application must:
  - (a) be in writing; and
  - (b) state clearly the procedures required by this instrument that were not observed in connection with the review; and
  - (c) include, or be accompanied by, any evidence in support of the application; and
  - (d) be given to the Registrar within:
    - (i) 20 working days after the day the person is given written notice of, and a statement of reasons for, the decision; or
    - (ii) if the Registrar extends the period in the special circumstances of the case—the extended period.

## **59 Procedural review of review decision**

- (1) This section applies if a person applies under section 58 (Application for procedural review of review decision) for review of the decision of the Associate Dean made on the review.
  - (2) The review must be conducted by the following person (the *reviewing officer*):
    - (a) if the reviewable decision reviewed by the Associate Dean (the *original decision*) was an admission decision—the College Dean for the ANU College;
    - (b) if the original decision was a reviewable non-admission decision—the Deputy Vice-Chancellor.
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- (3) The reviewing officer may conduct the review solely on the basis of the application and any material accompanying it, but may make the inquiries, and have regard to anything else, that the reviewing officer considers appropriate.
  - (4) The reviewing officer must:
    - (a) confirm the Associate Dean's decision on the review (the *review decision*); or
    - (b) set aside the review decision, and either confirm the original decision or refer the matter to the person who made that decision:
      - (i) to further consider the decision, taking into account the directions or recommendations (if any) of the reviewing officer; and
      - (ii) to make a new decision; or
    - (c) set aside the review decision and substitute another decision that the original decision-maker could have made.
  - (5) The reviewing officer must endeavour to make a decision on the review within 20 working days after the day the application for review is made.
  - (6) If the reviewing officer is unable make a decision on the review within the 20-day period mentioned in subsection (5), the reviewing officer must tell the applicant for review and give the applicant for review a date by which the decision will be reviewed.
  - (7) Within 7 working days after the day the reviewing officer makes a decision on the review, the reviewing officer must:
    - (a) by written notice given to the applicant for review, tell the applicant about the decision made under this section; and
    - (b) give the applicant a statement of reasons for the decision.
  - (8) The reviewing officer's decision is final.

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## Part 8—Miscellaneous

### 60 Approved forms and application processes

- (1) The Registrar may, in writing, approve forms and application processes for this instrument.
- (2) If the Registrar approves a form or application process for a particular purpose, the form or application process must be used for that purpose.
- (3) The Registrar must ensure that approved forms, and details of approved application processes, are available on the University's website or any other way that the Registrar considers appropriate.

### 61 Service of notices etc.

- (1) This section applies to a notice or other document that is required or permitted to be served on an individual under this instrument (whether the word 'give', 'notify', 'send', 'tell' or another word is used).
- (2) The document may be served on an individual:
  - (a) by giving it to the individual; or
  - (b) by sending it by prepaid post, addressed to the individual, to an address shown in the University's records as an address of the individual (including, for example, any semester, work or permanent home address); or
  - (c) by emailing it to:
    - (i) if the individual has an email address provided by the University—that email address; or
    - (ii) in any case—an email address otherwise recorded by the University as an email address of the individual (including, for example, any personal or work email address).
- (3) A document served by post on an individual under subsection (2)(b) is taken to have been served on the day it would have been delivered in the ordinary course of post.
- (4) A document served by email on an individual under subsection (2)(c) is taken to have been served on the day it would have been received in the ordinary course of email transmission.
- (5) This section does not affect the operation of any statute, any other rule or any other law that authorises or requires service of a document otherwise than as provided under this section.

[Note: See e.g. the Acts Interpretation Act 1901, section 28A (Service of documents).]

### 62 Appointment of Delegated Authorities

The Associate Dean for an ANU College may, in writing, appoint a member of the staff of the college, or another member of the staff of the University, to be a Delegated Authority for a program offered by the college for a coursework award.

### 63 Delegated Authorities: double degree programs

- (1) This section applies to a double degree program if a student undertaking the program may qualify for a coursework award in 2 ANU Colleges.

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- (2) The Associate Dean for each of college may, in writing, appoint a member of the staff of the college, or another member of the staff of the University, to be a Delegated Authority for the part of the program offered by the college.
  - (3) If the Associate Deans of the colleges make appointments under subsection (2), then, for this instrument and the Assessment Rule:
    - (a) the part of the program offered by each college is taken to be a separate program offered by the college; and
    - (b) the person appointed under that subsection by the Associate Dean of a college is taken to have been appointed under section 62 (Appointment of Delegated Authorities) as a Delegated Authority for the separate program taken to be offered by that college.

#### **64 College Dean exercising Associate Dean's functions**

- (1) The College Dean for an ANU College may exercise all or any of the functions of an Associate Dean for the college under this instrument.
- (2) This instrument applies in relation to the College Dean for an ANU College as if a reference to an *Associate Dean* for the college included a reference to the College Dean.

#### **65 Delegation by Vice-Chancellor**

- (1) The Vice-Chancellor may, in writing, delegate any or all of the Vice-Chancellor's functions under this instrument to a member of staff of the University.
- (2) If, under subsection (1), the Vice-Chancellor delegates a function to a member of staff of the University:
  - (a) the member of staff may, in writing, subdelegate the function to another member of staff of the University; and
  - (b) the function may, in writing, be further subdelegated to a different member of staff of the University (or successively further subdelegated to different members of staff of the University);if the delegation states that the function is a function that may be subdelegated and any conditions, limitations or directions stated in the delegation for the subdelegation or further subdelegation of the function are complied with.
- (3) In exercising functions under a delegation or subdelegation, the delegate or subdelegate must comply with any directions of the Vice-Chancellor and, for a subdelegation, the subdelegator of the function.
- (4) The following sections of the *Acts Interpretation Act 1901* apply, with all necessary changes, in relation to a subdelegation in a corresponding way to the way in which they apply in relation to a delegation:
  - (a) section 34AA (Delegation to persons holding, occupying or performing the duties of an office or position);
  - (b) section 34AB (Effect of delegation);
  - (c) section 34A (Exercise of powers and performance of functions or duties that depend upon the opinion etc. of delegates).

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## 66 Delegation by Deputy Vice-Chancellor

A Deputy Vice-Chancellor may, in writing, delegate all or any of the Deputy Vice-Chancellor's functions under this instrument (except the power to make orders) to a member of the academic staff of the University.

## 67 Delegation by College Dean

The College Dean for an ANU College may, in writing, delegate all or any of the College Dean's functions under Part 7 (Review of decisions) in relation to a decision made under that Part by the College Dean to a member of the staff of the University.

## 68 Delegation by Associate Dean

An Associate Dean may, in writing, delegate all or any of the Associate Dean's functions under Part 7 (Review of decisions) in relation to a reviewable decision made by the Associate Dean to a member of the staff of the University.

## 69 Power to make orders

- (1) The Associate Dean for an ANU College may make orders:
  - (a) prescribing details of, or requirements for or in relation to, courses offered, or to be offered, by the college; or
  - (b) adding courses to, or omitting courses from, sequences of courses, or combinations of courses, prescribed under subsection (3)(b) in relation to a program for a coursework award offered, or to be offered, by the college; or
  - (c) making provision in relation to the maximum period (single or aggregate) for which courses may be undertaken at another educational institution, or the number or unit value of courses that may be undertaken at another educational institution, for a program for a coursework award offered, or to be offered, by the college.
- (2) Without limiting subsection (1), if an order under subsection (1)(a) specifies a course offered, or to be offered by, the ANU College, the order must specify the following in relation to the course:
  - (a) the course's name;
  - (b) the course's identifying code;
  - (c) the course's unit value;
  - (d) the prerequisites and co-requisites (if any) for the course;
  - (e) if there are other courses with which the course is regarded as incompatible— the names of the other courses;
  - (f) the method of assessment for the course;
  - (g) any other conditions to which taking the course is subject.

[Note: The details mentioned in subsection (2) are published on the University's website.]

- (3) The Deputy Vice-Chancellor may make orders:
  - (a) prescribing details of, or requirements for or in relation to, programs for coursework awards; or
  - (b) prescribing the sequences of courses, or combinations of courses, required for, or that may be included in, a program for a coursework award, including the courses required for, or that may be included in, the sequences or combinations; or
  - (c) making provision for or in relation to the granting of coursework awards.

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- (4) Without limiting subsection (3), an order made under that subsection by the Deputy Vice-Chancellor may make provision in relation to the following:
- (a) the total unit value of courses required for a program for a coursework award;
  - (b) the other requirements (if any) for a program for a coursework award, including, for a degree of Bachelor Honours, achievement of a particular standard;
  - (c) the form of a thesis required for a program for a coursework award;
  - (d) the classification and grading of coursework awards;
  - (e) the minimum qualification requirements for admission to programs for coursework awards;
  - (f) requirements for participation in, or completion of, programs for coursework awards;
  - (g) the procedures to be followed in applying for admission to programs for coursework awards;
  - (h) enrolment in courses and changes to enrolment;
  - (i) any other matters mentioned in this instrument.
- (5) A provision of an order made under subsection (1) by the Associate Dean for an ANU College has no effect to the extent to which it is inconsistent with a provision of an order made under subsection (3) by the Deputy Vice-Chancellor.
- (6) To remove any doubt, a provision of an order made under subsection (1) is not inconsistent with a provision of an order made under subsection (3) to the extent to which:
- (a) it makes provision of the kind mentioned in subsection (1)(b); or
  - (b) both provisions can operate concurrently.

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## Part 9—Repeal and transitional

### 70 Repeal

The *Coursework Awards Rule 2016 (No. 2)* is repealed:

### 71 Transitional modifications on student application

(1) In this section:

***earlier repealed instrument*** means any of the following:

- (a) *Associate Degrees Rules 2012*;
- (b) *Graduate Coursework Awards Rules 2014*;
- (c) *Undergraduate Awards Rules (No. 2) 2013*.

***previous instrument*** means the *Coursework Awards Rule 2015*.

(2) This section applies to a student enrolled in a program for a coursework award if:

- (a) the program commenced, but had not ended, before the commencement of the previous instrument; and
- (b) a requirement of the previous instrument applying to the student (the ***current requirement***) is different from the corresponding requirement that applied to the student under an earlier repealed instrument or there was no corresponding requirement applying to the student under an earlier repealed instrument; and
- (c) the student considers that the application of the current requirement to the student is unfair or unreasonable.

(3) The student may, by written notice given to the Delegated Authority before 1 April 2020, apply for a modification of this instrument in relation to the application of the current requirement to the student.

(4) The Delegated Authority must:

- (a) decide the application; and
- (b) by written notice given to the student, tell the student the decision made on the application.

(5) The Delegated Authority may grant the modification sought if satisfied that the application of the current requirement to the student is unfair or unreasonable.

(6) If the Delegated Authority refuses to grant the modification sought, the notice must include, or be accompanied by, a statement of reasons for the decision.

(7) To remove any doubt, a decision to refuse to give a modification sought by the student is a reviewable non-admission decision.

(8) This instrument applies to the student subject to any modification in force under this section in relation to the student.

(1) A modification granted under any of the following provisions has effect as if it were a modification in force under this section:

- (a) the *Coursework Awards Rule 2015*, section 68 (Transitional modifications on student application);

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- (b) the *Coursework Awards Rule 2016*, section 68 (Transitional modifications on student application);
  - (c) the *Coursework Awards Rule 2016 (No. 2)*, section 70 (Transitional modifications on student application).
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